

FORM - RFP-PROPOSAL REVIEW GUIDE

Form - RFP – Proposal Review Guide

Firm name:

| # | ITEM DESCRIPTION | YES | NO |
|----|---|-----|----|
| 1 | Proposal received prior to deadline. | | |
| 2 | Firm Representative attended Proposer's Conference. | | |
| 3 | Number of proposals received (check RFP for the #) | | |
| 4 | Proposal signed by someone authorized to obligate firm (Certification Statement). | | |
| 5 | Proposal packaged as specified in RFP: <ul style="list-style-type: none">• Proposal contains separate technical section.• Proposal contains separate cost section. | | |
| 6 | Proposal contains section that describes the firm's financial stability. | | |
| 7 | Proposal demonstrates prior experience in related work. | | |
| 8 | Proposal documents Firm's and key project staff's experience. | | |
| 9 | Proposal contains all elements specified in RFP Statement of Work. | | |
| 10 | Proposal contains list of references. | | |
| 11 | Proposal contains resumes. | | |

Proposal Log In

RFP:

Proposal due date:

| <i>Proposals Received</i> | | | | |
|---------------------------|-----------|---------------|--------------------|---------------|
| No. | Firm Name | Cost Proposal | Technical Proposal | Date Received |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |

RFP Cost Evaluation

RFP Title: _____

[illegible]

Proposal Review Form (consensus)

Name of RFP: _____

Company Name: _____

Passed Screening Review: ☐ Yes ☐ No

Signed Certification Statement: ☐

Proposal in two (2) parts: ☐

References: ☐

Resumes: ☐

Cost Summary: ☐

| Technical: 75 points | Maximum Points Available | Points Awarded |
|----------------------|--------------------------|----------------|
| Firm | | |
| Project Staff | | |
| Approach | | |

| Cost: 25 points (Maximum) | | *Points Awarded |
|-----------------------------|----|-----------------|
| Proposal Total Project Cost | \$ | |

(Cost points scoring = {lowest total cost/specific proposer's total cost} x total cost points)

| | |
|-----------------------------|---|
| TOTAL: 100 points (Maximum) | |
| TOTAL POINTS AWARDED | * |

*RFP Coordinator will compute these points.

Comments:

Evaluation Team:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The RFP enclosed for your inspection contains provisions in compliance with La. R.S. 39:1503 as follows:

- a) The importance of price and evaluation factors is explained on pages _____ of the RFP.
 - b) The RFP defines project tasks on included in _____ and .
 - c) As in (a) above, evaluation factors are defined on pages _____ of the RFP.
 - d) The period for the project is explained on page _____ of the RFP.
 - e) The RFP notifies potential proposers that the award of the contract may be made on the basis of initial offers on page _____.
 - f) On page _____ of the RFP, potential proposers are notified that written questions must be submitted to James Vidacovich.
 - g) State agency liaison personnel are described in the RFP and resources available to the Contracting Party are described in the RFP on page _____.
 - h) Procedures concerning payment are discussed on pages _____.
 - i) The RFP requires all necessary information concerning qualification, methodology, costs and financial capability.
- 4) During the specific time frame specified on page 3, there were questions submitted concerning the project. Copies of these questions and responses are attached.
- 5) As of _____ PM on _____, one proposal was submitted.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Project Title: _____

IT 10 # _____ (if applicable)

CIO APPROVAL # _____ (if applicable)

BRIEF STATEMENT OF WORK (SOW) DESCRIPTION:

I have reviewed the scope description of the Proposal.

☐ I did not identify any potential conflict of interest, financial or otherwise, regarding my involvement with the development, formulation, drafting or review of the approval or its scope of services.

☐ I identified the following possible conflict(s) of interest, which might adversely reflect on or threaten the integrity of the approval process.

EXPLANATION:

SIGNATURE AND DATE

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